



Idaho State Board of Pharmacy

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Fingerprint Processing

Designated Representatives

Background Check Fee: \$34.75 (effective 9/1/2015)

1. Fingerprints are submitted to the Idaho State Police (ISP) and the Federal Bureau of Investigation (FBI) for processing.
2. Process
 - a. Read the Non-Criminal Justice Applicant Privacy Statement, print your name and sign; indicate if you would like a copy of the statement mailed to you
 - b. Take the fingerprint packet to local law enforcement or other agency authorized to obtain fingerprints. (Most agencies will charge a nominal fee for fingerprinting).
 - c. Ensure the fingerprint card is sealed per instructions on back of envelope.
 - d. Return the following to the Board office ~ *Please be aware there may be additional postage required due to the size and weight of the envelope*
 - i. Completed Designated Representative Personal Information statement
 - ii. Fingerprint card
 - iii. Non-Criminal Justice Applicant Privacy Statement
 - iv. Copy of government issued photo identification
 - v. Background Check Fee (\$34.75)
 - Payable to the Idaho State Board of Pharmacy
 - Fees are subject to change without notice per ISP and FBI fee schedules.
 - e. It takes approximately 3 – 4 weeks to receive fingerprint results; results are valid for **180 days** once they are received by our office. *(If you do not complete licensure/registration within the 180 days you must submit a new fingerprint card and pay the additional fee)*

If you have questions or want to check the status of your application, please contact the Board office @ info@bop.idaho.gov